

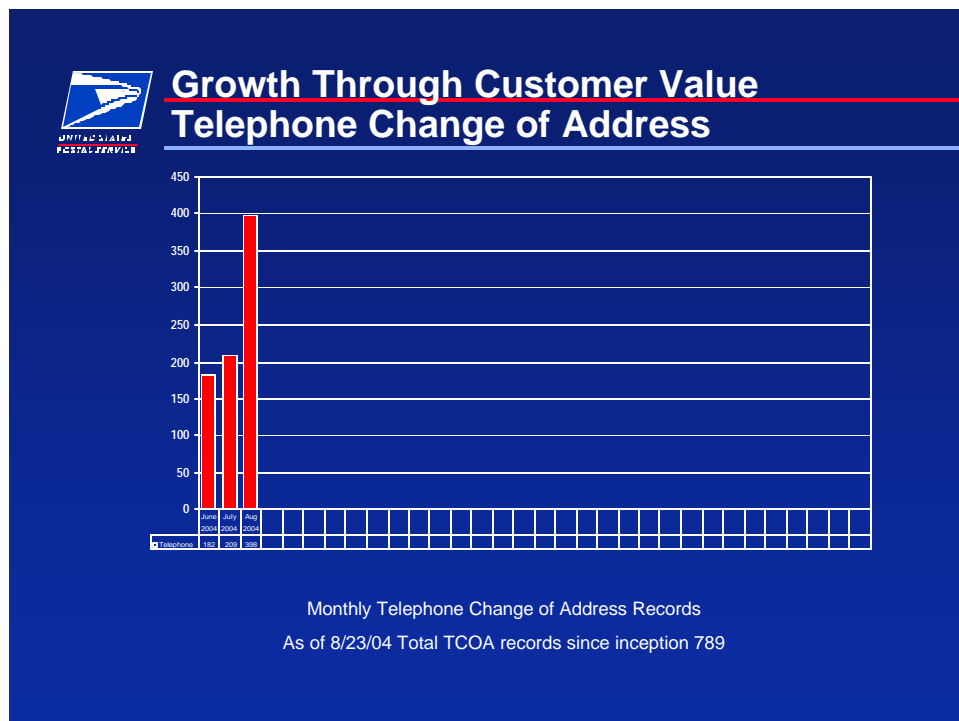
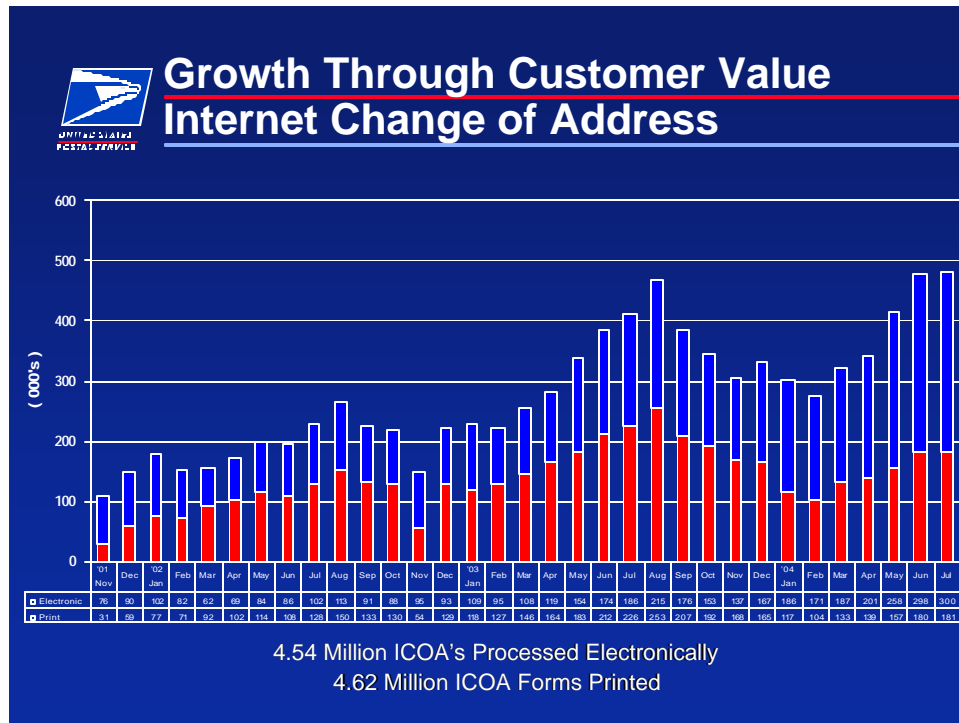
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NOTE: Any information contained in the incorporated slides or presentation summary that is contradictory to the standard USPS License Agreements is superseded by the standard USPS License Agreements.

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ICOA Presentation Slides



ICOA Summary

Since the launch of the Internet Change-of-Address (ICOA) site, many enhancements have been made to the site to encourage movers to use the electronic means of change of address (COA) instead of hard copy change of address. A graph depicting the usage of ICOA since its inception in November 2001 was presented. The graph provided information from 2001-2004 indicating the number of COAs entered electronically and the number of COA forms printed. The graphs demonstrated the increasing usage of ICOA. To encourage people to use ICOA, view and print coupons have been offered. This offer has been successful in increasing the number of ICOA usage. Currently, ICOA processes six percent of all change-of-addresses.

The United States Postal Service[®] has also rolled out the telephone change-of-address through the call centers. By calling 1-800-ASK-USPS, movers can submit a change-of-address on the telephone. It requires credit card identity validation. Both ICOA and telephone change-of-address will generate a move validation letter that is sent to the old address and either the customer notification letter or the welcome kit is sent to the new address.

The USPS[®] is also planning to add change-of-address capabilities to the self service kiosks in postal facilities.

Questions and Answers

Q1: What is the difference between the red and the blue bars of the graph?

A1: The chart measures the number of both the printed and electronic submissions of change-of-address.

LACSLink™ Technical Presentation Slides

NOTE: USPS confidential and proprietary information has been removed from this replication of the presentation slides.

LACSLink™

Locatable Address
Conversion System

LACSLink™

- LACS provides a new address when an address has been converted due to USPS® changes.

LACSLink™

- Most records in LACS reflect changes from rural box addressing to street-style addressing for E911 conversions.
- Old Address
RR 1 Box 127A
- New Address
17255 Scenic Rd

LACSLink™

- Some records in LACS represent changes to street-style addresses.
- Old Address
905 France Ave
- New Address
1125 Freedom Dr

LACSLink™

- Some LACS records reflect PO Box renumbering
- Old Address
PO Box 123
- New Address
PO Box 555123

LACSLink™

- LACS data has been gathered since 1988
- In 1994, LACS input was enabled in AMS
- In 1995, application improvements lead to increased LACS input from field offices.

911 Conversions

1996 to 2004

- 2.8 million (60%) of rural box addresses converted to street addresses.
- 300K – 400K per year
- 1.9M rural box addresses remain

Rural Address Matching

NCOA Stats Show:

- 6.7 percent of input addresses match to 'R' type ZIP + 4® records
- 40 percent of matches to 'R' type records fail to delivery point confirm.

LACSLink™

- ZIP + 4® file displays the LACS indicator for Old LACS records as long as the records live in the AMS database.
- CASS Certified™ software is required to recognize the LACS indicator in the ZIP + 4 file.

LACSLink™

- LACS processing of address lists has been a function of NCOA.
- Thirteen NCOA licensees are authorized to process addresses for LACS conversion.

LACSLink™

- LACSLink will provide LACS data as a secure hash table.
- LACSLink will allow the USPS® to distribute LACS address conversion information as separate product.

System Requirements

5 LACSLink™ data tables	33MB each
Binary Hash Table	16MB
Subtotal	181MB

Street Name Table	4MB
1 Hint Byte table	33MB
RV9 table	112MB (max)
Total	330MB

Timetable

- Current LACS licensees may continue to receive LACS data until 11-30-2005
- NCOALink™ full service licensees not currently LACSing must certify for LACSLink™ to process address conversion.
- All CASS Certified™ software to be LACSLink enabled by 7-31-2005.

LACS^{Link} Technical Summary

NOTE: Portions of the technical presentation have been omitted from the minutes in the interest of protecting USPS confidential and proprietary information.

LACS^{Link} (Locatable Address Conversion System) provides a new address when an address has been converted due to USPS changes. It is called a USPS change when the local county government converts addresses to acceptable postal addresses that the USPS adopts. A municipality change, such as a street name or number, rural route and box numbers and P.O. Box numbers are all processed into the LACS^{Link} system.

In 1988, the LACS process began as a manual process, but when the USPS changed its address management systems (AMS) database in 1994, it was incorporated into that system. Since August 2003, 400,000 addresses were added to the LACS database.

LACS^{Link} will provide new address information in a secure hash table like NCOA^{Link}. LACS^{Link} will provide the means to match an address to the LACS database. If a match is made, the new address will be returned for the old address that was provided.

A list of system requirements was provided. A total of 330 megabytes is needed to process LACS^{Link}. A handout on LACS^{Link} Logic Flow was included in the attendee packet. Several examples followed.

Questions and Answers

- Q1: What is the total number of addresses that were processed through the LACS system last year?
- A1: About 100 billion addresses were processed through the LACS system and around one million of those addresses converted to the LACS process.
- Q2: What is the motivation behind making the LACS addresses a secure list?
- A2: The open text file could potentially provide a list of addresses within a ZIP Code or within a route. The Postal Service™ cannot provide lists of addresses, as stated in Title 39 Section 412A.
- Q3: If match is made to a LACS converted address, then an NCOA match is made, is it necessary to probe LACS again?
- A3: No. NCOA has a pre-process that probes LACS for each new address. If an NCOA match is made, theoretically the new address is based on the LACS conversion.
- Q4: Is the LACS^{Link} converted address DPV confirmed.
- A4: Yes, the converted address is DPV confirmed.

LACSLink License Structure Presentation Slides

LACSLink™

License Structure
John Boyce

LACSLink™ License Structure

Three Licenses in the structure

1. LACSLink Interface Developer Agreement
2. Distribution of Interface and Data Agreement
3. LACSLink End User Agreement

LACSLink™ License # 1 Interface Developer Agreement

- Licenses the rights
 - To obtain and use a LACSLink Developer Kit
 - To develop a LACSLinkInterface
 - To obtain LACSLink Data from USPS for development purposes only
- Licensee
 - Must certify the Interface
 - Has no right to distribute Interfaces or Data
 - Fee – One time fee \$1000
 - Fee waived for entities incorporating Interface and/Data into their CASS™ and NCOALink products

LACSLink™ License # 2
Distribution of Interface and Data License

- For licensed, certified LACSLink Developers
- Licenses the rights
 - To distribute Interface as a stand alone product
 - To distribute the interface as a feature of Licensee's own product (CASS™ / NCOALink)
 - To obtain LACSLink Data from USPS
 - To distribute Data to others
 - To use Interface and Data for internal purposes
 - To use the LACSLink Interface and Data to provide Services to others

LACSLink™ License # 2
Distribution of Interface and Data License

- Licenses the rights
- Provides sublicense for purchasers (Users) of products with Interface and Data
 - Requires that Interface be distributed only to certified End Users (or other distributors)
 - Sublicense provides User with the right to opt to be Service Provider
 - Annual license fee \$1200 for Interface Distribution
 - Annual license fee \$1200 for Data Distribution
 - Fee waived for entities incorporating Interface into their CASS™ products for Interface Distribution

LACSLink™ License # 3
End User Agreement

- Must have a Certified LACSLink Interface
 - Either through self development or LACSLink enabled product
- The License
 - Entitles licensee to LACSLink data fulfillment directly from USPS
 - Prohibits distribution of data or Interface
 - Allows for both internal use or to provide services
 - Fee \$300.00

LACSLink License Structure Summary

LACSLink licenses will be available in 3 categories described on the presentation slides.

The Developer license governs development of software interfaces. Under this license, licenses will have rights to obtain and use a LACSLink Developer Kit, develop a LACSLink Interface and to obtain data from the USPS for development purposes only. The licensee must certify the Interface; however the licensee cannot distribute the Interface or Data under this license. There is a one-time fee of \$1000. Fees are waived for incorporating the Interface and Data into CASS and NCOALinkTM certified products.

The Distribution license governs the distribution of software, which licenses the right to distribute the Interface as a standalone product, use the Interface and Data for internal purposes and to distribute the Interface as a feature of Licensee's own CASS and/or NCOALink product. The Distribution license also provides a sublicense for purchasers or users of the products with the Interface and Data and a sublicense to users with the right to opt to be a service provider. The annual license fee under this license is \$1200 for Interface Distribution and \$1200 for Data Distribution. To satisfy the CASS requirement, all CASS vendors must distribute the software. The \$1200 annual license fee will be waived for Interface Distribution only. All licensees will have to pay a \$1200 annual license fee for Data Distribution.

The third category is the End User Agreement. Licensees must have a certified LACSLink Interface either through self development or a LACSLink enabled product. Under this license, licensees are entitled licensees to LACSLink data fulfillment directly from the USPS, prohibits the distribution of the Interface and/or Data and allows for both internal use and service provision. The fee for the End User is \$300.

Questions and Answers

Q1: What are the fees that will be waived for a CASS software developer?

A1: A CASS Certified developer who is incorporating LACSLink into the software as a requirement of CASS will not have to pay the \$1000 fee for the developer's kit and the \$1200 annual fee to distribute software. This satisfies all of the CASS requirements to have an Interface incorporated into CASS software. If CASS software developers wish to provide products in conjunction with their Interface, they will have to pay a \$1200 annual fee, which grants them the rights to distribute the LACSLink data to all End Users using the certified software and the pricing is under control of the licensee, not the Postal Service. Thus the Postal Service is not establishing any price for which licensees must sell a product to customers if deciding to distribute data. However if the End Users want to obtain LACSLink data for their own purpose directly from the Postal Service, we reserve the right to sell it to them directly. At that point, End Users will pay the \$300 fee to the Postal Service.

Q2: Is it anticipated that the assessment of the \$300 End User fee is going to be rare?

A2: Most customers will receive their data from their ZIP + 4 providers. The USPS is encouraging that the data be distributed by developers with a distribution license. The USPS is offering direct data distribution so End Users would not be locked out of receiving a reasonably priced product.

Q3: What compels an End User to use LACSLink data?

A3: The compelling factor is the knowledge that 400,000 addresses per year are converted through the LACS process and the old addresses will soon be undeliverable as addressed. End Users who want to be able to close the gap will see the business value of utilizing the LACSLink product to maintain address quality. Nevertheless, there is no postal imposed regulation or requirement that says an End User must use LACSLink unless that End User is an NCOALink Full Service Provider.

Q4: Will the Developer kit require the data to be distributed to End Users in the same format as the raw data the Postal Service provides to the developer?

A4: The USPS will provide the data to distributors in the same format as for all licensees. The dataset the distributor chooses to use is their call. However, the Interface must be able to work with the data provided directly from the Postal Service.

NOTE: The Postal Service will leave open the possibility developers may be able to make these hash tables unique. With that said, the Postal Service may leave that option open to require the software work with either the developers' versions or the USPS version and a switch must be included for the End User.

Q5: If a company decides to use LACS^{Link} and obtains an End User license, will the End User have to go through a certification process?

A5: There will be a licensing process but End Users will not have re-certify the Interface. There is no testing. As with CASS, the End Users can operate off the certification of the vendors.

Q6: What is the target date for LACS^{Link} to be enabled to meet the CASS requirements?

A6: If developing CASS Certified™ software, the software must be LACS enabled per the CASS schedule for Cycle J. For NCOA^{Link} Full Service Provider licensees, use of LACS^{Link} is required no later than November 30, 2005. The existing LACS program will end November 30, 2005.

NCOA^{Link} Current Status Presentation Slides

NCOA^{Link}™

Current Status/NCOA Close Out

Milestones Accomplished

Feb 2004:	First Certified Interface Developer Product License Issued
Mar 2004:	First Distributor License Issued
	First Limited Service Bureau License Issued
Apr 2004:	First Full Service Bureau License Issued

Completed Licenses

Certified Interface Developers:	16
Licensed Software Distributors:	6
Full Service Provider Licensees:	9
Limited Service Provider Licensees:	7
End User Licensees:	1

(See ribbs.usps.gov for Licensee Rosters)

In-Progress Licenses

In-Progress Certified Interface Developer:	16
In-Progress Software Distributor Licensees:	1
In-Progress Full Service Provider Licensees:	9
In-Progress Limited Service Provider Licensees:	31
In-Progress End-User Licensees:	14

NCOA Licensee Transition Readiness

All NCOA Licensees Electing To Transition to NCOALink™
Received Full Data Release By July 1 Allowing
Comparative Testing

Out Of The 15 Current NCOA Licensees

Fully Transitioned to NCOALink:	9
In Coordination With Vendor(s):	6

NCOA^{Link} Current Status Summary

This presentation provided a brief summary of the current status of NCOA^{Link}. The presentation slides listed the number of completed licenses, licenses that are in progress and the number of NCOA licensees that had transitioned to NCOA^{Link} as of August 25, 2004.

Questions and Answers

- Q1: How many *FASTforward* licensees are transitioning to NCOA^{Link} at the present time?
- A1: Six.
- Q2: During the transition, when will the NCOA^{Link} DVDs be mailed?
- A2: Normally the DVDs are mailed on Thursday, but sometimes they will be mailed on Friday. The build process starts on Monday and finishes on Wednesday, sometimes Thursday.
- Q4: For the periodic audits, will live data be sent instead of artificial files so that we do not have to de-install and re-install the artificial files?
- A4: The intent is that both the live data and the test data will be included in the production files.
- Q5: The daily deletes are positioned on a public site as opposed to a secure site where audits are located. In the future, will that change?
- A5: No.
- Q6: There are a huge number of daily deletes for NCOA^{Link}, 500,000, as compared to 50,000 or less for NCOA. There are also identified records that are for weeks yet to come. What does that mean?
- A6: The future daily deletes have to do with the build process. The USPS has some very specific plans in the future that will cut up to 16 hours off the file build process, which would enable the USPS to get the product out a day earlier. The sudden increase in the size of the daily delete file was due to an error in processing and is expected to return to 20 percent of what has been seen recently.
- Q7: Regarding the daily delete process, currently the license requires that the exposure to an input record occur at the point of input. Would it be just as effective and possibly more efficient if done on the exit?
- A7: That is not an operational issue; it is policy.
- Q8: Move type was available with NCOA and now match type is the only available characteristic. Is there any possibility of that being recovered for the client's benefit?
- A8: Currently, no. I can add it to our parking lot and it can be a discussion for the staff at the NCSC. The assumption that other family members have moved and to the same location when a family match is obtained through NCOA has, in the past, been misleading and caused misdirection of mail. When an individual match is obtained through NCOA^{Link}, the match process is considered final for that input record.

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NCOA Closeout Presentation Slides

NCOA Vendor Closeout Procedures

Jeff Walters
Move Update Support

NCOA On-Site Audits

Complete between October 1st and October 15th

- **Processing Acknowledgement Forms**
- **Discuss anomalies in NCOA reports**
- **Additional closeout documentation**

NCOA On-Site Audits

After the On-Site Audit

- Licensee will be sent a letter from the NCSC describing all issues that need to be corrected.
- Licensee will send a "response letter" explaining the anomalies along with any corrected reports.
- A "finalization letter" will be sent by the NCSC stating that the licensee has successfully met all the requirements to retire the NCOA license.

Closeout Letter - Documentation

Required printouts

- Catalog or directory of the NCOA Database before and after removal.
- Catalog or directory of the NCOA decryption subroutine before and after removal.
- SYSOUT reports or other documentation produced during the removal process.

Also required – a notarized statement from an officer of the company stating that all NCOA data and decryption routines have been deleted.

NCOA Reports – Retain for 5 years

- PAFs and requests for longer turnaround times
- Customer Service Logs
- Nixie Reports
- Broker Agent Reports
- National Deliverability Index Reports
- Move Activity Reports
- NCOA Update Statistics Reports
- LACS Customer Service Logs
- LACS Update Statistic Reports

Time Line

- NCOA Closeout Notification Letter/Email: September
- Last NCOA Update Release: September 20
- Last Day for NCOA processing: September 30
- **Vendor to Closeout all NCOA files: October 1**
 - Send an email to the NCOA confirming that all NCOA files have been deleted.
- Send in NCOA reports for September 2004: October 1-7
- On-Site Audit: October 1-15

Carts

- **Return all 3490 Carts to the NCSC immediately.**
- **Scratch all 3480 Carts or destroy them as you would other sensitive information.**
- **Please make sure all old NCOA Master files have been either returned, scratched or destroyed.**

NCOA Closeout Summary

NOTE: This document was published after the NCOA closeout audits.

This presentation outlines the NCOA closeout procedures. On-site audits for NCOA licensees will be conducted at each site.

The last day of NCOA processing is September 30. Licensees will closeout all NCOA files on October 1. On this day, each license will send an e-mail to the NCSC confirming the files have been deleted.

During the on-site audit, the Processing Acknowledgement Forms for the past three years will be reviewed, any anomalies in NCOA reports will be discussed and additional documentation associated with the closeout of the NCOA database will be collected. The required printouts for the on-site audit include a catalog or directory of the NCOA database before and after the removal; the printouts of the catalog or directory of the NCOA decryption routine subroutine before and removal; and any SYSTOUT reports or other documentation produced during the removal process. Also required is a notarized statement from an officer of the company stating that all NCOA data and the decryption routine have been deleted.

After the on-site audit, a letter will be sent to the licensees describing all of the issues that need to be corrected. Once the issues are corrected, the licensees will send the NCSC a response letter noting the corrections. Once that response is received, a finalization letter stating that the licensee successfully met all of the requirements to retire the NCOA license will be mailed.

Although licensees NCOA licenses will be closed, companies are obligated to keep all NCOA reports for five years. These reports include PAFS and requests for longer turnaround times, Customer Service Logs, Nixie Reports, Broker Agent Reports, National Deliverability Index Reports, Move Activity Reports and NCOA Update Statistics Reports. If the licensee is discontinuing LACS at this time, all of the LACS reports for five years must be kept as well. These reports include the LACS Customer Service Logs and the LACS Update Statistics Reports.

Licensee are instructed to return all 3490 carts to the NCSC and scratch and destroy all 3480 carts according to internal procedures for destruction of any sensitive information. All old NCOA master files must be returned, scratched or destroyed.

Questions and Answers

Q1: Is the October 1 a weekday or the weekend?

A1: It is a Friday.

Q2: The licensees will have one day to delete the files and send an e-mail confirming this. Is it possible to allow more than one day to do that process?

A2: The USPS would like to see it done in one day, but if it cannot be done, contact the Move Update Support Department.

NCOA^{Link} Certification Presentation Slides

NCOA^{Link}™ Certification

Move Update Support Department

LaTonya Reed

800-589-5766

License Types

- Software Interface Developer (DEV)
- Distributor (DIST)
- Full Service Provider (FSP)
- Limited Service Provider (LSP)
- End-User (EU)

NCOA^{Link}™ License ID/Platform

- LICENSE NUMBER: 01001-02
 - » 0100 1- 02 = DBBB
 - » 0100 2- 02 = DBBB
 - » 0100 3- 02 = FBBB
 - » 0100 4- 02 = LBBB
 - » 0100 5- 02 = RBBB
 - » ? ? ? ?
- CO.ID LIC. TYPE SITE ID PLATFORM
- TYPE OF LICENSE:

DEV.	DIST.	FSP	LSP	E-U
?	?	?	?	?
- LICENSE TYPE ID.:

1	2	3	4	5
---	---	---	---	---
- PLATFORMS: DBBB DBBB FBBB LBBB RBBB

DBBC	DBBC	FBBC	LBBC	RBBC
DBBD	DBBD	FBBD	LBBD	RBBD
?	?	?	?	?
- DEV. DIST. FSP LSP E-U
- Platforms identifies type of lic. & additional operating systems tested.

Certification Procedures

- 1. Application Process**
- 2. Software Development / Acquisition**
- 3. Testing and Certification**
- 4. Activation of License**

Step 1 - Application / Documentation

- **Application**
- **Confidentiality Statement**
- **Self-Certification Statement**
- **Key Personnel Listing**
- **Web Access Request Form**
- **Security Documentation**

Step 1 (continued)

- **Developer**
 - **Execute License**
 - **Issue Software Developer Kit**
- **Service Providers / End-Users**
 - **Issue Authorization Codes**
 - **A list of all authorization codes are placed in the internet folder of each licensed distributor.**

Step 2: Software Development / Acquisition

- **Developers**
 - Programming of Software
 - Stage I for Development Testing
- **Service Providers / End-Users**
 - Purchase Certified Software from a licensed Distributor
 - Request from NCSC the NCOA^{Link™} test data
 - Stage I for Operational Testing

Step 3 – Testing and Certification

- Software Information Form
- Stage II Test
- Administrative Reports
- Certification Checklist (Developers only). If deemed necessary, the USPS® reserves the right to request a copy of the software package for evaluation.

Required Administrative Reports

- **Hardcopy Reports**
 - CASS[™] (Coding Accuracy Support System) 3553
 - Processing Acknowledgement Form (PAF)
 - Processing Summary Report
- **Electronic Reports**
 - Broker/Agent / List Administrator Log
 - Customer Service Log
 - Processing Acknowledgement Form Log

Step 4 – Activation of License Agreement

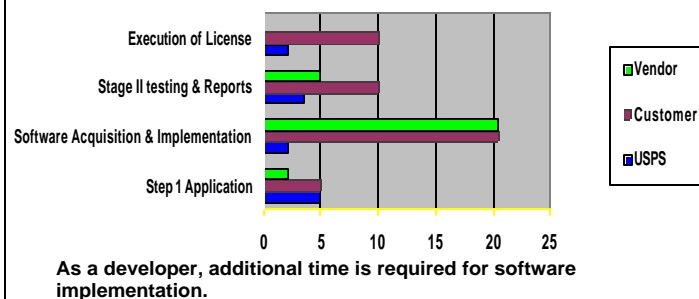
- **Developers**
 - **Official Software Certification Notice**
 - **May apply for additional license types**
- **Service Providers / End-Users**
 - **Official Stage II Certification Notice**
 - **Execute License Agreement**
 - **Begin Data Fulfillment**
 - **Payment within 10 business days**

Average USPS® Turnaround Times

- **Application Process** **5 business days**
- **Stage II Certification Testing** **2 business days**
- **Certification of Reports** **3.5 business days**
- **Execution of License** **2 business days**

NOTE: Upon USPS receipt.

Certification and Licensing Timeframe



NCOA^{Link} Certification Summary

The five types of licenses for NCOA^{Link} are: Software Interface Developer, Distributor, Full Servicer Provider, Limited Service Provider and End-User. The four steps to the certification process are: Application Process, Software Development/Acquisition, Testing and Certification and Activation of License.

The Application Process includes the Application, Confidentiality Statement, Self-Certification Statement, Key Personnel Listing, Web Access Request Report and Security Documentation. Upon completion of this process, developers will execute a license agreement and a Software Developer Kit will be issued. Service Providers and End-Users will receive authorization codes.

Software Development/Acquisition is the period in which the developer or licensee obtains software through development or purchase and prepares their systems for testing with the software. The authorization codes are required for software purchase.

Testing and Certification involves processing of a test file, completion of the Software Information Form and the submission of administrative reports. These reports are: CASSTM 3553, Processing Acknowledgement Form, Processing Summary Report, Broker/Agent/List Administrator Log, Customer Service Log and Processing Acknowledgement Form Log.

Activation of License includes the issuance of a certification notice, execution of a license for the licensees, data fulfillment and the payment of fees.

Upon USPS receipt, the average turnaround times for the certification process are: five business days for the Application Process, two business days for Stage 2 Certification Testing, three and a half business days for the Certification of Reports and two business days for the Execution of the License. These times exclude weekends and holidays. For developers, additional time is allowed for software implementation.

Questions and Answers

- Q1: NCOA^{Link} Full Service Providers will require the use of LACS^{Link} and other products that also require their own licenses. For some, the biggest delay in getting the products up and running is internal Legal Departments. Is there any way to combine all of these different license agreements into one package so Legal Departments are involved only once?
- A1: The USPS has looked at several models for this but feel the best model was to maintain separate product licenses and waive the fees based on the information in the NCOA^{Link} license.

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NCOA^{Link} Audits Presentation Slides

NCOA^{Link}™ Audits (Process Quality Reviews)

Angela Woodard
Move Update Support
800-232-3443

NCOA^{Link}™ Audits

- **Frequency**
 - All NCOA^{Link} licensees will perform a minimum of one process audit annually.

NCOA^{Link}™ Audits

- **Turnaround Time To Process NCOA^{Link} Audits:**
 - Each licensee is allowed 72 hours to return the audit file.
 - Day 0 Audit Received (Monday)
 - Day 1 (Tuesday)
 - Day 2 (Wednesday)
 - Day 3 Audit must be returned (Thursday)
 - Note : Exclude Postal Holidays & Weekends.

NCOA^{Link}™ Audits

- **Grading the Audit**
 - Licensees must accurately match expected responses at a minimum of 99%.
 - Licensees shall not produce any unexpected matches resulting in the misdirection of mail.
 - The returned audit file must correctly provide all NCOA^{Link} elements with 100% accuracy.

NCOA^{Link}™ Audits

- THE RETESTING Fee for failed NCOA^{Link} Audits is \$1,000.00.
 - Requested NCOA^{Link} audits for failure or additional platforms are \$1,000.00.

NCOA^{Link}™ Audits

- **Daily Delete File:**
 - Required for:
 - Full Service Provider
 - Limited Service Provider
 - Not Required for:
 - End-User Mailer
 - Note: Although this is not required at the End-User level. This optional process must be utilized in the certification testing process.

NCOALink™ Audits

- Audit File Checker
- Version 1
 - Common Format
- Version 2
 - Compare Stage 1 file to a previous result file. SHA Fields will not be compared.
- Version 3
 - Compare Stage 1 file to a previous result file. SHA Fields will be compared.

NCOA^{Link} Audits Summary

NCOA^{Link} licensees will perform a minimum of one process audit annually. Licensees are allowed 72 hours to return an audit file. Day 0 is the day the audit is received and Day 3 is when the audit must be returned. This turnaround time excludes holidays and weekends.

Licensees must accurately match unexpected responses at a minimum of 99 percent. Licensees should not produce any unexpected matches resulting in the misdirection of mail and the returned audit file must correctly provide all of the NCOA^{Link} elements with 100 percent accuracy.

The retesting fee for failed NCOA^{Link} audits is \$1000 and requested NCOA^{Link} audits for failure or additional platforms are \$1000.

The Daily Delete File is required for both Full and Limited Service Providers. The Daily Delete File is not required for End-Users although they must use it for the certification testing process.

There are three versions of the audit file checker. Version 1 checks the common format. Version 2 compares the Stage 1 file to a previous result file. SHA fields will not be compared. Version 3 compares the Stage 1 file to a previous result. SHA fields will be compared.

Questions and Answers

Q1: Will non-sortable mail be included in the NCOA^{Link} testing file?

A1: This issue is being investigated.

Q2: The fee for additional platform testing for NCOA^{Link} is \$1000 per platform. Is there any consistent set of platforms that should be followed? There are vendors that are certified on UNIX without a specific operating system indicated in their certification and others have certified on individual UNIX platforms. How should that be working and how should vendors be charged for that?

A2: If the vendor has a single set of code that can be compiled one time to work across all UNIX platforms, the platform is simply stated as "UNIX." If the vendor has a set of code that must be modified and then recompiled to run on different UNIX platforms, then those systems must be independently tested, independently certified and listed independently.

NOTE: This question was addressed in the Q&A portion of the meeting. The answer to this question is the developer listing now contains operating system information so you can distinguish between various kinds of operating systems.

Q3: If a system is recompiled, is it not possible that the compiled code will run on one system yet on another system you have risk of differences because of that specific operating system. Is there some risk of being certified and not recompiling, but having incorrect processing on another system?

A3: This is a difficult question that was considered long and hard. Everyone could come up with a definition of platform. The USPS tried to come up with something that would work within NCOA^{Link} and its testing structure. To date, the USPS has not found that this situation presents any anomalies as far as whether the system operates correctly or not. Until proven otherwise, the current definition for NCOA^{Link} platform stands. If proven otherwise, the USPS will address the issue when it arises.

NCOA^{Link} Report Modifications Presentation Slides

NCOA^{Link}™ Report Modifications

Carrie Feldhaus
Move Update Support Department
800-589-5766

Summary of Changes

Customer Service Log Only

- All Licensees will be required to include all software data information as applicable
- ZIP + 4[®] Coding Fields will be renamed to correspond to the CASS[™] field names
- New DPV[™] & NCOA^{Link}™ Codes have been added.
- LACS^{Link}™ Reporting will be included with the NCOA^{Link} CSL.
- CSL Data Integrity

PRODUCT INFORMATION

Now Required for ALL LICENSES

Software Name, Software Version and Data Dates for:

- ZIP + 4[®] Product Information
- NCOA^{Link}™ Product Information
- DPV[™] Product Information
- LACS^{Link}™ Product Information (when available)

ZIP + 4® Match Statistics

CURRENT NCOA ^{Link} ™ Field Name	New NCOA ^{Link} CASS™ Field Name
Total Matched To PO Box Record	Total Matched To PO Box
Total Matched To Highway Contract Record With Box Number	Total Matched To HCR Exact
Total Matched To Rural Route Default	Total Matched To RR Default
Total Matched To Firm Record	Total Matched To Firm
Total Matched To General Delivery	Total Matched To General Del
Total Matched To Building/Highrise Default	Total Matched To Highrise Default
Total Matched To Military ZIP	Total Matched To Military
Total Matched To Non-Deliverable	Total Matched To Non Deliverable
Total Matched To Rural Route With Box Number	Total Matched To RR Exact
Total Matched To Street Record	Total Matched To Street
Total Matched To Highway Contract Default	Total Matched To HCR Default
Total Matched To Building/Highrise With Secondary	Total Matched To Highrise Exact
Total Matched To Other	Total Matched To Other
Total Matched To Records With Positive LACS Flag	Total Matched To Pos LACS
EWS - No Match Count	Total Matched To EWS

ZIP + 4® Match Statistics

CURRENT NCOA ^{Link} ™ Field Name	New NCOA ^{Link} CASS™ Field Name
Total Matched To PO Box Record	Total Matched To PO Box
Total Matched To Highway Contract Record With Box Number	Total Matched To HCR Exact
Total Matched To Rural Route Default	Total Matched To RR Default
Total Matched To Firm Record	Total Matched To Firm
Total Matched To General Delivery	Total Matched To General Del
Total Matched To Building/Highrise Default	Total Matched To Highrise Default
Total Matched To Military ZIP	Total Matched To Military
Total Matched To Non-Deliverable	Total Matched To Non Deliverable
Total Matched To Rural Route With Box Number	Total Matched To RR Exact
Total Matched To Street Record	Total Matched To Street
Total Matched To Highway Contract Default	Total Matched To HCR Default
Total Matched To Building/Highrise With Secondary	Total Matched To Highrise Exact
Total Matched To Other	Total Matched To Other
Total Matched To Records With Positive LACS Flag	Total Matched To Pos LACS
EWS - No Match Count	Total Matched To EWS

LACS^{Link}™ Match Statistics

CSL Excerpt

From	To	FIELD NAME & DESCRIPTION	Length	COBOL
		LACS^{Link} Return Codes		
1767	1777	A - LACS Record Match	11	9(11)
1778	1788	00 - No Match	11	9(11)
1789	1799	01 - Found LACS Record - New Address would not Convert	11	9(11)
1800	1810	Filler	11	9(11)

New DPV™ Return Codes

CSL Excerpt

From	To	FIELD NAME & DESCRIPTION	Length	COBOL
1811	1821	F1 – Military	11	9(11)
1822	1832	U1 – Unique Zip Code	11	9(11)
1833	1843	G1 – General Delivery	11	9(11)
1844	1849	Filler	6	X(6)
1850	1850	*Record Type H=Header/D=Detail	1	X(1)

**Note: the record type indicator is repositioned.

Data Integrity

- **Total Records Matched (position 93-103)**
 - should equal the total of the following NCOA^{Link™} Return Codes:
 - A, 91, 92, 01, 02, 03, 05, 14 and 19.
 - should also equal the total for the Move Effective Date (MED) fields (positions 837-1375)

Data Integrity

- **Total Records ZIP + 4® Coded (position 115-125)**
should equal the ZIP + 4 Match Statistics from Positions (287-429)

Data Integrity

- **Total Records DPV™ Confirmed should equal the total of:**
 - Street Records Validated (positions 1453-1463)
 - High Rise Records Validated (positions 1486-1496)
 - PO Box Records Validated (positions 1519-1529)
 - RR/HC Records Validated (positions 1530-1540)
 - Firm Records Validated (positions 1563-1573)
 - General Delivery Records Validated (positions 1596-1606)

Data Integrity

- **Total Records DPV™ Confirmed should equal the total of:**
 - Street Records Validated (positions 1453-1463)
 - High Rise Records Validated (positions 1486-1496)
 - PO Box Records Validated (positions 1519-1529)
 - RR/HC Records Validated (positions 1530-1540)
 - Firm Records Validated (positions 1563-1573)
 - General Delivery Records Validated (positions 1596-1606)

Data Integrity

- **Total Secondary Number Error (position 1673-1683) should equal the total of:**
 - Street Records w/ Secondary # Error (position 1684-1694)
 - High Rise Records w/ Secondary # Error (position 1695-1705)
 - Firm Records w/ Secondary # Error (positions 1706-1716)

Data Integrity

- **The data integrity checks will be available in the following documents:**
 - Software Developer's Kit (SDK)
 - Technical Information
 - Service Providers Software Performance Requirements
 - End-User Mailers Software Performance Requirements

Timeline For Implementation

- **An administrative directive detailing the implementation of these changes will be sent following this meeting.**
 - This directive will not be separate from the minutes.
- **These changes are subject to change.**

NCOA^{Link} Report Modifications Summary

The outlined changes only affect the Customer Service Log. All licensees will be required to include all software data information as applicable. The ZIP + 4 coding fields will be renamed to correspond to the CASS filed names. New DPV™ and NCOA^{Link} codes have been added. LACS^{Link} reporting will be included and there will be changes to the CSL Data Integrity.

Licensees are required to include product information, including the software name, software version and data dates for the software for ZIP + 4, NCOA^{Link}, DPV and LACS^{Link}. The ZIP + 4 codes will be renamed. A list of the changes is listed on the presentation slides.

The LACS^{Link} product information will be added to the end of the filler in NCOA^{Link} Full Service Provider in Position 1717. We will expect licensees to incorporate these to allow for the data to be populated when these changes are announced to be completed, however the fields will not be expected to be populated until LACS^{Link} had been implemented.

Currently, the Return Codes for LACS^{Link} are: "A" – LACS Record Match; "00" – No Match; and "01" – Found LACS Record But New Address Would Not Convert At Run Time. If more return codes are necessary, codes will be added.

The only DPV change is the addition of three Return Codes: "F1" – Military Delivery Point; "U1" - Unique ZIP Code; and "G1" - General Delivery. These changes will be added at the end of the CSL file as it stands today. The record type indicator will also be repositioned to the end of the files. This field will continue to be kept at the end of the file as the file is expanded for identification of the version of the file and to prevent truncation.

For data integrity on the CSL, the total records matched in Position 93 should be equal to the following NCOA^{Link} return codes: A, 91, 92, 01, 02, 03, 05, 14 and 19. The totals records matched should also be equal the total for the Move Effective Date (MED) totals in Positions 837-1375. The total records ZIP + 4 coded in Position 115 should equal the ZIP+ 4 match statistics fields from Position 287-363 and 375-429. The total records DPV confirmed at the beginning of the file should equal the street records validated, the high-rise contract records validated, the P.O. Box records validated, the rural routes and highway contract records validated, firm records validated and general delivery records validated at the end of the file. The USPS will also be reviewing the new DPV requirements on the new codes to see if it is necessary to add those into these confirmation numbers also.

Another item that is gathered is the total primary number errors in Position 1607. The following five fields should equal the total of: street records with primary number error, high rise records with primary number error, P.O. Box records with primary number error, rural route and highway contract records with primary number error and firm records with primary number error.

Following that, the total secondary number errors are recorded in Position 1673. These numbers should be equal to the three following fields: street number with secondary number error, high record contract with secondary number error and firm records with secondary number errors.

Data integrity checks will also be available in the Software Developer Kit, the Technical Information Guide, Service Providers and End-User Software Performance Requirements.

An administrative directive detailing the implementation of these changes will be sent. This directive will be separate from the minutes. The USPS may have to adjust these fields as documentation allows.

Questions and Answers

- Q1: Is there a plan to offer a tool to do these data checks?
- A1: No, there are no plans for that at this time.
- Q2: Will these changes require recertification?
- A2: Yes, the changes will require recertification. This falls under the category of "USPS modification" and the first test for the first platform will be at no charge.
- Q3: If there is a USPS directed change, is the vendor allowed to make unrelated changes at the same time and aggregate them and test them at the same time without charge?
- A3: Yes, this is actually the ideal time to implement such changes. In the event the vendor fails the initial test of these changes due to errors in either the USPS modifications or the vendor-initiated modifications, the software must be retested and the vendor will be subject to testing fees.

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Advertisements Presentation Slides

Advertisements

Jennifer Thornton
Move Update Support

Advertisements

- **What I look for**
 - Incorrect or misleading information
 - Correct representation of Postal products
- **Handout**

Advertisements

- **All advertisements must be approved before they are made public.**
- **Normal turnaround time is 7-10 business days, as volumes allow.**

Advertisements

- **Web page or slide presentation**
 - Use registrations and trademarks on the first occurrence on every page it appears
- **Single document or documents within a booklet**
 - Use registrations and trademarks on first mention

Advertisements

- **Disclaimers**
 - “[Licensee] is a non-exclusive licensee of the United States Postal Service®”
 - The price for [Licensee’s Services] “are not established, controlled or approved by the United States Postal Service.”
 - The following trademarks are owned by the United States Postal Service® [insert all of the USPS® trademarks used in the document]

Advertisements

- **Distributor** – Sections 7.6.1; 7.6.3; 7.7
- **Full and Limited Service** – Sections 5.6.1; 5.6.3; 5.7
- **Developer** – 5.3.2
 - Developer may disclose only that it has “applied” to become a “certified Interface Developer” for the United States Postal Service’s NCOA^{Link}™ service (or product or system).

Advertisements

– Web pages

- Disclaimers should be included on every page the registrations and trademarks appear because Web pages are considered standalone documents.

Advertisements

– Broker Advertising Disclaimer

- “NCOA^{Link™} processing is provided by a non-exclusive licensee of the United States Postal Service®”

Advertisements Summary

Advertisements are reviewed for correct formatting of registrations and trademarks and to make sure advertisements adhere to the license agreements. A handout on postal formatting of registrations and trademarks was included in the conference package and has since been posted on the RIBBS web site.

All advertisements must be approved before they are made public. Normal turnaround time is 7-10 business days as volumes allow.

For advertisements, please indicate the medium for which the advertisement will be used. If it is a Web page or slide presentation the registrations and trademarks are used on the first occurrence on every page they appear. If it is a single document or documents within a booklet, use registrations and trademarks on first mention.

A list of disclaimers to include in advertisements was given. These disclaimers can be found in the sections 7.6.1, 7.6.3 and 7.7 of the Distributor license agreement and sections 5.6.1, 5.6.3 and 5.7 of the Full and Limited Service Provider license agreements. Pertaining to advertising in the Developer license agreement, advertising should state that the Developer has applied to become a certified interface developer for the United States Postal Service NCOA^{Link} service. On Web pages, these disclaimers should appear on every page the registrations and trademarks appear because Web pages are considered standalone documents.

Broker advertising must include acknowledgement that processes for various services is performed by a non-exclusive licensee of the United States Postal Service. All broker advertising needs to include the following disclaimer: NCOA^{Link™} processing is provided by a non-exclusive licensee of the United States Postal Service. NCOA^{Link} is used as an example but these disclaimers apply to all USPS services like LACS, LACS^{Link} and any other licensed service. It is the responsibility of the licensee to ensure their brokers include the appropriate statements. When the USPS finds an advertisement that is missing this disclaimer, the licensee that handles the broker's customer files will be asked to contact that broker for advertisement corrections.

Questions and Answers

- Q1: What is the timeframe for turning around reviews of advertisements?
- A1: The advertisement will reviewed within 7-10 business days as volumes allow.
- Q2: Does an advertisement have to include the pricing disclaimer even if no pricing is in the document?
- A2: If pricing is included in the advertisement, the pricing disclaimer must be included. However, if no pricing is mentioned in the advertisement, use of the pricing disclaimer is at the discretion of the licensee.
- Q3: Will this presentation and handout be included in the minutes?
- A3: The presentation along with the handout will be included in the minutes. The list of trademarks will be posted on the RIBBS site on the NCOA^{Link} page.

NCOA^{Link} Changes Presentation Slides

NCOA^{Link}™

Changes
Charles Arnette

NCOA^{Link}™ Changes

All Licensees will be required to include all
software data information as applicable
Software Name, Software Version and Data Dates for:

- ZIP + 4[®] Product Information
- NCOA^{Link} Product Information
- DPV[™] Product Information
- LACS^{Link}™ Product Information (when available)

NCOA^{Link}™ Changes

- ZIP + 4[®] Coding Fields will be renamed to correspond to the CASS[™] field names
- LACS^{Link}™ Product Information (added to CSL)
- LACS^{Link} Match Statistics (added to CSL)
- New DPV[™] Return Codes (F1,U1,G1)
- Data Integrity Checks (in SDK and SPR)

NCOALink™ Changes

- **New DPV™ Code For NCOALink**
NL = This return code will be used when your customer wants to run DPV on a new address that is the result of NCOALink and the new address can not be DPV confirmed. All new addresses from NCOALink are DPV confirmable. This issue occurs when a different version of the DPV file is used by the licensee. (timing issue)

NCOALink™ Changes

- **Last Name Plural** -We are now allowing developers the option of dropping the 'S' on pluralized last names in order to increase match possibilities. For example, if the input last name is Jacobs and there is no match, the developer would be allowed to drop the 's' and try the match again using the name Jacob. This is optional.

NCOALink™ Changes

- **Last Name handling:** Before creating a SHA of the last name when performing a look-up using individual matching logic, the last name must always be sound-x encoded regardless of whether it appears in the last name nono table. When performing a look-up using family matching logic, the nonol table should be queried for the name. If the name appears in the nonol table, the name must not be sound-x encoded. All other last names must be sound-x encoded before the SHA process.

NCOALink™ Changes

- **RV9 Change - The following change must be in place in conjunction with NCOALink release 641 with a data date of 12/06/2004 with an expected shipping date of 12/10/04**

The developer will have to modify program rv9s01c0 variable SNO-MAX. to utilize the value 115000 or 200000 depending on the release number. If the release number is less than the target USPS installation release number then the program is to utilize the value of 115000. If the release number is equal to or greater than the target USPS installation release number then the software is to utilize the value of 200000.

NCOALink™ Changes

- User Technical Reference
- Developed from SDG – For public release
- NCOALink Return Codes
- NCOALink Return Code Examples
- NCOA Footnotes/Nixes vs NCOALink matrix
- NCOALink Name Sequence Presentation
- NCOALink Build Records
- NCOALink Report/file calculation (integrity check)
- Will be posted on Ribbs

NCOALink™ Changes

- New NCOALink Test Database – ship 9/3/04
- New/updated SDK – ship 9/3/04
- Next NCOALink Test Database with RV9 Change

NCOA^{Link} Changes Presentation Summary

NOTE: During this presentation, several dates were given for the implementation of upcoming NCOA^{Link} changes. Due to the nature of these changes, these changes and the NCOA^{Link} data build have to be synchronized. An e-mail notification on the expected dates and implementation of these changes was sent on Tuesday, November 9, 2004. These changes will be incorporated in the data build Monday, January 31, 2005, Release 649, and will be shipped on Friday, February 4, 2005. A new test database containing the Last Name Handling and the RV9 change will be shipped in the two weeks following the November 9, 2004 date. All of these changes are outlined in the NCOA^{Link} Software Developer Guide Version 10, dated September 21, 2004.

An NCOA^{Link} User Technical Reference Guide was handed out prior to this presentation.

All licensees will be required to include all software data information as applicable, such as the software name, software version and data dates for the following: ZIP + 4, NCOA^{Link}, DPV and LACS^{Link}. The ZIP + 4 Coding Fields will be renamed to correspond to the CASS field names. LACS^{Link} product information and LACS^{Link} match statistics will be added to the Customer Service Log. There will also be new DPV codes and data integrity checks in the Software Developer Kit and the Software Performance Requirements. These changes were also covered in the NCOA^{Link} Report Presentation.

The new DPV code for NCOA^{Link} is "NL." This return code will be used when the customer wants DPV processed on a new address that is a result of NCOA^{Link} and the new address cannot be confirmed. All new addresses from NCOA^{Link} are DPV confirmed before placement on the NCOA^{Link} database. This issue occurs when a different version of the DPV file is used by the licensee. There is a timing issue.

The USPS is now allowing developers the option to drop the "s" on plural last names. This is an optional change. For instance, if the input last name is Jacobs and there is no match, the developer would be allowed to drop the "s" and attempt to match the name Jacob.

Another change is the last name handling. Before creating a SHA of the last name and when performing a lookup using individual matching logic, the last name must always be Sound-X encoded regardless of whether it appears in the last name no-no table. When performing a lookup using the family matching logic, the no-no last name table should be queried for the last name. If the name appears in the last name no-no table, the last name must not be Sound-X encoded. All other last names must be Sound-X encoded before the SHA process.

The next change is in the RV9 process. This change must be in place in conjunction with the NCOA^{Link} release 641 with the data date of December 6, 2004 with an expected shipping date of December 10, 2004. The change is the developer will have to modify the program rv9s01c0 variable SNO-MAX to utilize the value 115000 or 200000 depending on the release number. If the release number is less than the target USPS installation release number then the software is to utilize the value 200000. The test database will be shipped on September 3, 2004. This change can be incorporated at the same time as the other items on the previous presentation or space or fillers can be added to the records to handle whatever counts and additional information the USPS has provided. The last name handling change and the RV9 change will have to be done simultaneously.

The User Technical Reference Guide contains the majority of the information in this presentation except for the actual programming directions from the Software Developer Guide. This User Technical Guide is for public release. The guide contains the following information: NCOA^{Link} Return Codes, NCOA^{Link} Return Code Examples, NCOA Footnotes/Nixies vs. NCOA^{Link} Matrix, NCOA^{Link} Name Sequence Presentation, NCOA^{Link} Build Records and NCOA^{Link} Report/File Calculation and the Integrity Check. This guide will be posted on the RIBBS site.

The new NCOA^{Link} test database will be shipped on September 3, 2004. The new Software Developer Kit will be shipped on September 3, 2004, and the NCOA^{Link} test database with the RV9 change will be shipped on the next NCOA^{Link} test database.

Questions and Answers

- Q1: How much of an effect will dropping the “s” have on testing?
- A1: The USPS definitely observed through a small number of situations in the field where dropping the “s” would be beneficial.
- Q2: Why make the change to the last name handling in NCOA^{Link}?
- A2: The members on the no-no last name table appear there because they tend to collide when they are Sound-X encoded with other valid names and the USPS is concerned about the risk of maybe an Andersen family with an “e” moving out and an Anderson family with an “o” moving in to the same location. But at the same time if performing an individual match where there is a George Anderson, there is less concern about the risks. The object here is to loosen up a little bit for the individual logic matches and retain caution for the family matches. The effect should be that minor spelling errors that might occur between the input and the database can now be basically overcome in this limited condition.
- Q3: Is the no-no last name table only used when attempting family matches?
- A3: Yes, ignore the no-no last name table when attempting to obtain individual matches.
- Q4: If the USPS is shipping the new versions of the Software Developer Kit on September 3, will this effect certifications currently in progress?
- A4: This should not effect certifications currently in progress.
- Q5: Will the Stage 2 file and the audit file be exactly the same or will the Stage 2 certification process be exactly the same as the audit process?
- A5: For audit purposes, licensees will receive a Stage 2 file similar to the one received when certified and by the time audits come around, it is intended that everything will be put in the licensees' web access directory (folder).